

COMMUNITY DEVELOPMENT SPECIALIST 1-4

CLASS DESCRIPTION

General Responsibilities:

This is responsible professional community development work within the Department of Planning & Community & Economic Development. Its primary elements include planning for, partnering in the development of, administering, and evaluating community projects and programs that aim to improve quality of life and remove barriers to opportunity for Madison residents. The City places a high priority on supporting racial equity and social justice in this work. Programs and projects are most often undertaken by nonprofit organizations or private developers in partnership with City. Work includes research on and analysis of a wide range of community development issues as well as preparation of reports and recommendations regarding related strategies, processes, policies and procedures. Work also entails a significant amount of grant management, overseeing contracts for a diverse array of community development projects and services with both nonprofit agencies and private developers. The series is ordered to recognize progressive levels of professional and staff leadership responsibility, judgment, discretion, project complexity and programmatic responsibility as employees gain job-related knowledge, skills and expertise.

This series is structured to provide advancement from a Community Development Specialist (CDS) 1 to a CDS 2, as a function of the employee's career development, but generally within 2 years of starting employment as a CDS 1. Progression to a CDS 3 or CDS 4 is dependent upon the incumbent taking on more complex assignments, additional duties and responsibilities including having attained an advanced level of expertise and the needs of the department. CDS 3 and CDS 4 positions will occur through competition or a position study process.

Community Development Specialist 1

This is the entry level of the CDS career progression series. Employees at this level are generalists, learning to focus in one or more program or policy area. Assignments are structured and monitored as employees learn about programs, policies, processes and regulatory frameworks. With limited supervision, employees collaborate, manage projects, contracts or other assignments; exercise professional judgment; and interact with colleagues, funded organizations, local partners and others. As experience is gained, employees will take on more diverse or varied work.

Community Development Specialist 2

This is the objective level of the CDS career progression series. Employees at this level are typically generalists; however, they demonstrate proficiency in carrying out assigned tasks and the capacity to take on more varied and complex roles with less oversight.

Employees initiate needed tasks, interpret and apply relevant regulatory standards, monitor and evaluate the performance of funded activities and contribute to policy decisions. Employees also undertake tasks involving complex community networks or partnerships and non-City funding sources, and they better understand their roles within the larger City government structure. Work is performed with general supervision.

Community Development Specialist 3

This is responsible advanced-level community development work. Employees at this level have clearly defined professional knowledge in at least one area and are experienced and effective team leaders in one or more program or policy area. Employees are expected to have command of relevant regulatory, financial and procedural frameworks in these areas, anticipate new challenges or opportunities, and formulate responses. Employees may help evaluate the effectiveness of broader strategies, systems and policies, offer input for program and policy development, and occasionally interact with managers, elected officials and other public bodies. Employees participate in efforts to secure outside funding. Employees have strong relationships with internal and external partners which they draw upon for collaborative undertakings. With general supervision, employees are expected to exercise considerable discretion and may even assume leadership roles, including some responsibility for work performed by other staff or interns.

Community Development Specialist 4

This is responsible senior level community development work with independent responsibilities, direct program oversight and leadership responsibilities. Employees take on significant responsibility for multiple, highly complex projects and functions. Employees possess both a depth and breadth of knowledge in more than one area that informs their ability to lead a variety of workgroups across the Division. With general supervision, they exercise considerable judgment and discretion in their work. They lead major team projects, are relied upon for development of key program and policy decisions, and frequently interact with City managers, elected officials and other public bodies.

Examples of Duties and Responsibilities

Community Development Specialist 1

Research and analyze information on topics affecting neighborhood development, affordable housing and homelessness, youth development, family stability, educational attainment, employment and economic development, crisis intervention, etc. Prepare issue papers, reports and/or plans describing community needs, and identifying specific opportunities where the City can play useful roles in helping to address them.

Facilitate and participate in communications and planning efforts with residents, community organizations, and public and private stakeholders on topics affecting the

vitality of neighborhoods and the well-being of individuals, families and specific populations. Develop knowledge, insight and a shared understanding around community issues, and maintain communications with residents, stakeholders and community organizations.

Contribute to the formulation and execution of CDD-led funding opportunities that are designed to address community needs. Participate in the development of requests for proposals (RFPs). Provide technical support and assistance to qualified parties. Review grant and/or loan requests to determine eligibility, compliance with relevant local, state and federal regulations, responsiveness to stated funding objectives, and likelihood of success. Prepare and justify funding recommendations.

Negotiate contract and/or loan terms with funded agencies. Prepare and manage associated grant or loan agreements with supervision and in accordance with pre-established guidelines. Modify contract or loan provisions as necessary to reflect special circumstances or funding requirements.

Maintain regular communication with funded entities, providing technical assistance and problem solving support, as needed, in order to enhance project, program or agency effectiveness. Maintain project and/or program records and manage disbursement of funds. Monitor contracts for program and financial compliance. Evaluate performance outcomes. Prepare and submit summaries or reports required by funders.

Complete additional tasks necessary to improve the prospects for successful project outcomes, ensuring compliance with regulatory obligations, enforcing contract provisions, compiling and communicating outcome measurements, and evaluating performance.

Perform related work as assigned.

Community Development Specialist 2

Perform all work of a CDS 1, with a higher degree of judgment and discretion.

Exhibit subject matter expertise in one or more primary program areas and familiarity with their related community and professional networks.

Undertake greater responsibility for projects, programs or contracts that utilize multiple funding sources or reflect more complex partnerships.

Lead focused workgroups and discussions involving internal and/or external actors.

Interpret and implement local, state and federal requirements that need to be reflected in contract documents and/or loan agreements, in consultation with unit supervisor or staff of the City Attorney's office.

Assist in the formulation of policies and procedures.

Independently analyze and evaluate funding requests based on proposal content, organizational capacity and performance history.

Community Development Specialist 3

Perform all work of a CDS 2, while also anticipating and responding appropriately to more complex and difficult situations.

Lead the organization and implementation of community engagement efforts.

Manage complex assignments, including those that require administering or actively coordinating multiple funding sources; include oversight of complex technical requirements; and involve multi-faceted community partnerships.

Interpret, enforce and ensure compliance with procedural and regulatory requirements tied to the administration of non-City funding sources.

Provide or facilitate training or technical assistance on topics pertaining to CDD-administered programs, processes, regulations or systems.

In concert with community partners and stakeholders, assess community needs and available resources; and initiate collaborative efforts designed to further agreed upon goals.

Play an active role in evaluating the effectiveness of specific projects, programs, agencies and strategies.

Ensure alignment of contracted services with researched best practices and clearly defined outcome measurements.

Write grant applications and/or partner with local organizations to prepare grant applications, coordinating with funding partners, grant seekers, community members and other key stakeholders.

Develop policies and procedures that need to be reflected in contract documents and or loan agreements, in consultation with unit supervisor or staff of City Attorney's office.

Lead and oversee work undertaken by internal work groups, interns and/or less experienced staff, with a manager's guidance.

Play a lead role in determining how Division-administered resources are allocated.

Community Development Specialist 4

Perform all work of a CDS 3 with a higher degree of judgment, skill, and independence; and

Exercise considerable discretion in the development, implementation, and direction of Community Development Division program activities, including, taking a lead role in planning, formulating, modifying, and implementing specific projects, policies, strategies or other activities to fulfill the Division's and City's goals and objectives.

Provide leadership and training to staff within specified areas of expertise and responsibility.

Direct and supervise the work of other Division staff on major projects and program initiatives.

Conduct research on various assigned activities or issues and write and develop reports, policy proposals, management strategies and other recommendations for consideration by managers, policy committees, the Mayor and Common Council.

Review and recommend revisions to operational procedures.

QUALIFICATIONS

Knowledge, Skills and Abilities

Community Development Specialist 1

Knowledge of the basic principles, concepts and techniques associated with public grant or loan administration, budgeting and public finance. Knowledge of local, state, and federal funding processes and programs. Knowledge of the concepts and principles surrounding community development and/or relevant service and project models. Knowledge of the roles of and relationships between such things as housing stability, educational attainment, economic and social mobility, child care access, and equitable access to resources in supporting community and strengthening neighborhoods. Knowledge of the principles and practices associated with racial equity and social justice in community development. Knowledge of and ability to use computer software applicable to the duties of the position. Ability to work effectively in a team setting by exhibiting self-motivation, working cooperatively toward shared goals, being willing to request or provide needed assistance, communicating with team members, and completing assignments in a timely manner. Ability to understand the specific roles, responsibilities, and expectations of employees within a team. Cultural competence as evidenced by: ability to establish and maintain effective working relationships with diverse co-workers community members and other partners; ability to consider different viewpoints and to interact effectively within multicultural settings; and, ability to understand and respect values, attitudes, beliefs, and mores that differ across cultures, and to consider and respond appropriately to these differences in all aspects of City staff work. Ability to gather, organize and analyze information, draw out key findings and communicate them clearly and concisely to a variety of audiences, both orally and in

writing. Ability to organize and prioritize own work within established deadlines, adhere to assigned work schedules and adapt to changes in work assignments. Ability to read and interpret ordinances, statutes and other regulatory frameworks. Ability to attend meetings during evening or on weekends. Ability to maintain adequate attendance.

Community Development Specialist 2

Working knowledge of the basic principles, concepts and techniques associated with public grant or loan administration, budgeting and public finance. Working knowledge of relevant local, state and federal government policies, regulations and decision making processes. Working knowledge of the concepts and principles surrounding community development and/or relevant service and project models. Working knowledge of the roles and relationships between such things as housing stability, educational attainment, economic and social mobility, availability of child care, and equitable access to resources in supporting community and strengthening neighborhoods. Working knowledge of the principles and practices associated with racial equity and social justice in community development. Working knowledge of and ability to use computer software applicable to the duties of the position. Knowledge of and ability to develop strong working relationships with service provider networks, community organizations, public and private developers, funders and other stakeholders. Knowledge of research techniques essential to program needs assessment and planning. Ability to work independently. Ability to work effectively in a team setting by exhibiting self-motivation, working toward shared goals, being willing to request or provide needed assistance, communicating with team members, and completing assignments in a timely manner. Cultural competence as evidence by proficiency in the following areas: ability to establish and maintain effective working relationships with diverse co-workers community members and other partners; ability to consider different viewpoints and to interact effectively within multicultural settings; and, ability to understand and respect values, attitudes, beliefs, and mores that differ across cultures, and to consider and respond appropriately to these differences in all aspects of City staff work. Ability to manage multiple projects and activities, and to define, measure and evaluate results. Ability to help coordinate proposals and projects with other City agencies, and related private or public sector efforts. Ability to interpret and apply basic regulations, compliance requirements and financial processes associated with local, state and federal programs. Ability to gather, organize and analyze information or data, draw out key findings and communicate them clearly and concisely, both orally and in writing, to a variety of audiences. Ability to organize and prioritize own work within established deadlines and adhere to assigned work schedules, including being able to adapt to changes in work assignments. Ability to read and interpret ordinances, statutes or other regulatory frameworks. Ability to attend meetings during evening or on weekends. Ability to maintain adequate attendance.

Community Development Specialist 3

Thorough knowledge of the basic principles, concepts and techniques associated with public grant or loan administration, budgeting and public finance. Thorough knowledge of regulations, compliance requirements and financial processes surrounding local, state and federal programs. Thorough knowledge of the concepts and principles surrounding

community development and/or relevant service and project models. Thorough knowledge of the roles and relationships between such things as housing stability, educational attainment, economic and social mobility, availability of child care, and equitable access to resources in supporting community and strengthening neighborhoods. Thorough knowledge of the principles and practices associated with racial equity and social justice in community development. Thorough knowledge of the concepts and principles surrounding community development and/or relevant service and project models. Thorough knowledge of and ability to use computer software applicable to the duties of the position. Working knowledge of network of local providers, stakeholders and service delivery continuums, and ability to form and utilize effective partnerships. Working knowledge of research techniques essential to program needs assessment and planning. Ability to serve as a subject matter expert around one or more relevant program areas or service continuums, including recognized best practices. Ability to work independently. Ability to work effectively in a team setting by exhibiting self-motivation, working toward shared goals, being willing to request or provide needed assistance, communicating with team members, and completing assignments in a timely manner. Ability to understand the specific roles, responsibilities, and expectations of employees within the team. Cultural competence as evidenced by greater proficiency in the following areas: ability to establish and maintain effective working relationships with diverse co-workers community members and other partners; ability to consider different viewpoints and to interact effectively within multicultural settings; and, ability to understand and respect values, attitudes, beliefs, and mores that differ across cultures, and to consider and respond appropriately to these differences in all aspects of City staff work. Ability to manage multiple projects and activities, and to define, measure and evaluate results. Ability to help coordinate proposals and projects with other City agencies, and related private or public sector efforts. Ability to interpret and apply basic regulations, compliance requirements and financial processes associated with local, state and federal programs. Ability to exhibit leadership skills. Ability to elicit meaningful community involvement and participation and otherwise engage the community to enhance program development. Ability to gather, organize and analyze information or data, draw out key findings and communicate them clearly and concisely, both orally and in writing, to a variety of audiences. Ability to organize and prioritize own work within established deadlines and adhere to assigned work schedules, including being able to adapt to changes in work assignments. Ability to read and interpret ordinances, statutes or other regulatory frameworks. Ability to problem solve. Ability to attend meetings during evening or on weekends. Ability to maintain adequate attendance.

Community Development Specialist 4

Thorough knowledge of the basic principles, concepts and techniques associated with public grant or loan administration, budgeting and public finance. Thorough knowledge of regulations, compliance requirements and financial processes surrounding local, state and federal programs. Thorough knowledge of the concepts and principles surrounding community development and/or relevant service and project models. Thorough knowledge of the roles and relationships between such things as housing stability, educational attainment, economic and social mobility, availability of child care, and equitable access to resources in supporting community and strengthening neighborhoods.

Thorough knowledge of the principles and practices associated with racial equity and social justice in community development. Thorough knowledge of network of local providers, stakeholders and service delivery continuums, and ability to form and utilize effective partnerships. Thorough knowledge of research techniques essential to program needs assessment and planning. Thorough knowledge of and ability to use computer software applicable to the duties of the position. Ability to conceive, plan and implement major initiatives. Ability to be a subject matter expert around one or more relevant program areas or service continuums, including recognized best practices. Ability to work independently. Ability to work effectively in a team setting by exhibiting self-motivation, working toward shared goals, being willing to request or provide needed assistance, communicating with team members, and completing assignments in a timely manner. Ability to understand the specific roles, responsibilities, and expectations of employees within the team. Cultural competence as evidenced by professional level abilities in the following areas: ability to establish and maintain effective working relationships with diverse co-workers community members and other partners; ability to consider different viewpoints and to interact effectively within multicultural settings; and, ability to understand and respect values, attitudes, beliefs, and mores that differ across cultures, and to consider and respond appropriately to these differences in all aspects of City staff work. Ability to manage multiple projects and activities, and to define, measure and evaluate results. Ability to help coordinate proposals and projects with other City agencies, and related private or public sector efforts. Ability to interpret and apply basic regulations, compliance requirements and financial processes associated with local, state and federal programs. Ability to exhibit leadership skills. Ability to elicit meaningful community involvement and participation and otherwise engage the community to enhance program development. Ability to gather, organize and analyze information or data, draw out key findings and communicate them clearly and concisely, both orally and in writing, to a variety of audiences. Ability to organize and prioritize own work within established deadlines and adhere to assigned work schedules, including being able to adapt to changes in work assignments. Ability to read and interpret ordinances, statutes or other regulatory frameworks. Ability to problem solve. Ability to structure and coordinate highly complex collaborative initiatives involving external partners. Ability to attend meetings during evening or on weekends. Ability to maintain adequate attendance.

Training and Experience:

Generally, positions in this classification will require:

Community Development Specialist I

One year of experience in work involving planning for, implementing or evaluating community development activities, or grant-funded services to targeted populations or geographic areas. Such experience would normally be gained after graduation with a bachelor's degree in Public Administration, Urban and Regional Planning, Social Work, Business Administration, Communications, Statistics, Real Estate, Finance or a related field. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

Community Development Specialist 2

Two years of professional experience planning for, implementing or evaluating community development activities, or grant-funded services to targeted populations or geographic areas, comparable to that gained as a Community Development Specialist 1 with the City of Madison. Such experience would normally be gained after graduation with a bachelor's degree in Public Administration, Social Work, Urban and Regional Planning, Business Administration, Communications, Statistics, Real Estate, Finance or a related program. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

Community Development Specialist 3

Two years of demonstrated success planning for, implementing or evaluating community development activities, or grant-funded services to targeted populations or geographic areas comparable to that gained as a Community Development Specialist 2 with the City of Madison. Such experience would normally be gained after graduation with a bachelor's degree in Public Administration, Urban and Regional Planning, Social Work, Business Administration, Communications, Statistics, Real Estate, Finance or a related program. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

Community Development Specialist 4

Two years of advanced-level professional experience planning for, implementing or evaluating community development activities, or grant-funded services to targeted populations or geographic areas comparable to that gained as a Community Development Specialist 3 with the City of Madison. That experience should include at least two year in a leadership or supervisory role and would normally be gained after graduation with a bachelor's degree in Public Administration, Urban and Regional Planning, Social Work, Business Administration, Communications, Statistics, Real Estate, Finance or a related program. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

Specific training and experience requirements will be established at the time of recruitment.

Special Requirements:

Possession of a valid driver's license.

Physical Requirements:

The incumbent will be expected to physically travel to various community service agencies, businesses and/or residences throughout the City and surrounding area as part

of the job duties. Otherwise work is performed in a traditional office setting. The incumbent will be expected to attend meetings outside the normal work schedule, including evenings and weekends.

Department/Division	Title	Comp. Group	Range
Planning and Community and Economic Development	Community Development Specialist 1	18	06
Planning and Community and Economic Development	Community Development Specialist 2	18	08
Planning and Community and Economic Development	Community Development Specialist 3	18	10
Planning and Community and Economic Development	Community Development Specialist 4	18	12

Approved:

Brad Wirtz
Human Resources Director

Date